



**PORT OF WOODLAND  
Meeting Minutes  
March 2, 2023**

At Port of Woodland Commission Room, 1608 Guild Road, Woodland, WA. Those wishing to participate in the Commission meeting via Zoom through ID Room: 237-755-8282 and password 642020 or call 1-669-900-6833 and use the same ID room and Password. Public wishing to provide public comment to items on or off the agenda may do so via email to [jkeene@portofwoodland.com](mailto:jkeene@portofwoodland.com) by 8:00 AM of the day of the Commission Meeting. Those comments will be read into the record.

**CALL TO ORDER**

President Wile called the meeting to order at 9:00 AM

Roll Call:	President	Robert Wile
	Secretary	Paul Cline
	Commissioner	Robert D. Rich
	Executive Director	Jennifer Wray-Keene
	Port Auditor	Carol Moore – Excused Absence
	Office Manager	Debbie Karlsson

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

**Commissioner Rich made a motion to approve the agenda as presented.  
Secretary Cline seconded the motion.**

**Vote was unanimous. The motion was carried.**

**PUBLIC COMMENT**

**A. Items ON the agenda**

None

**B. Items NOT ON the agenda**

None

## **MINUTES**

### **A. February 16, 2023 Regular Meeting**

Commissioner Rich made a motion to approve the February 16, 2023 meeting minutes as reviewed. Secretary Cline seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. The motion was carried.

## **ACTION ITEMS**

None

## **UNFINISHED BUSINESS**

### **A. PTO/Sick-Vacation Conversion**

Secretary Cline made a motion to approve PTO conversion effective January 1, 2023. Commissioner Rich seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. The motion was carried.

Direction: President Wile directed Executive Director Wray-Keene to add the Employee Conversion to PTO to the Port of Woodland's Employees Handbook.

## **NEW BUSINESS**

### **A. PacifiCorp Cougar Rest Room Lease**

Direction: President Wile directed Executive Director Wray-Keene to present legal for review of lease.

## **UPCOMING MEETINGS**

March 19-24, 2023 – Mission to Washington DC - PNWA

May 17-19, 2023 – WPPA Spring Conference

## **EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene updated the Commissioners on the following matters –

- Various grants that are being prepared or are at a pending status.
- Status of Rose Way Building projects contracts.
- Port of Ridgefield status of mutual Dark Fiber project.
- Current status of Career Fair.
- KPFF will be presenting Austin Point Dockside Infrastructure Phase 1 Feasibility Study at March 16, 2023 meeting.

**COMMISSIONERS REPORTS**

President Wile and Secretary Cline agreed that CEDC Annual Event was very beneficial and organized with speaker’s presentations.

Commissioners directed Executive Director Wray-Keene to proceed with outsourcing for Port of Woodland Newsletter to be out in 3<sup>rd</sup> Quarter of 2023.

**ADJOURNMENT**

**Commissioner Rich made a motion to adjourn. Secretary Cline seconded the motion.**

**Vote was unanimous. The motion was carried.**

President Wile declared the Regular Meeting adjourned at 10:29 AM.

WOODLAND PORT COMMISSION

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Robert Wile, President

DocuSigned by:  
  
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Paul Cline, Secretary

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Robert D. Rich, Commissioner